

## Human Resource Generalist

Repost

### Job Duties/Responsibilities:

Work with the Human Resources manager to assist in achieving major organizational business objectives. Assist in development of HR guidance and administration of policies and programs. Provide guidance and direction on HR policies and programs. Coordinate and support company recruiting efforts. Perform as HR generalist, serving as primary liaison between assigned organizations and HR; Administer policies and programs in all traditional HR areas, such as staffing, compensation, employee relations, diversity, and benefits; focal point for all Corporate Transfers.

### Minimum Qualifications/Skills Requirements:

- 1- B.A. degree in Human Resources or related field plus 3 - 5 years of relevant experience or twelve years of Human Resource experience.
- 2- Detailed working knowledge of Human Resource policies and procedures and ability to quickly become a resource on policies and procedures.
- 3- Excellent communication and human relations skills are also required.
- 4- Recruiting and staffing experience preferred

The job opening listed above is open to internal consideration for BBWI/AMWTP employees. Additional job opening information includes:

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DEPARTMENT: Human Resources  
SUPERVISOR: Johnson  
LOCATION: Site  
E/NE: E

REQUISITION: BBWI-07-010  
OPEN DATE: 10/19/06  
CLOSE DATE: 2/12/07  
RECRUITER: A. Josephson

Minimum Qualification/Skill Requirements (From above listing)	Years of Experience	<u>Importance</u> Desired = 1 Required = 5
1-		5
2-	3	5
3-	3	5
4-	2	4
5-		
6-		
<b>Total Requires Years of Relevant Experience</b>	<b>3</b>	

### DIRECTIONS:

If you believe that you are qualified and are interested in the opening mentioned above, please complete an internal application and submit it to the AMWTP HR Department on or before the CLOSE DATE. Applications from BBWI/AMWTP staff will receive consideration if received by the above deadline date. Applications received after the deadline date may still be considered if a finalist candidate has not already been identified.